



COMDTNOTE 6200
11 February 2002

COMMANDANT NOTICE 6200

CANCELED: 10 Feb 03

Subj: CH-1 TO THE COAST GUARD HEALTH PROMOTION MANUAL, COMDTINST M6200.1

1. PURPOSE. This Notice publishes change one to the Coast Guard Health Promotion Manual, COMDTINST M6200.1.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Chief Counsel, and special staff offices at Headquarters shall ensure compliance with the provisions of this Notice. Internet release authorized.
3. DIRECTIVES AFFECTED: None.
4. SUMMARY OF CHANGES.
 - a. The title of COMDTINST M6200.1 has been changed from the Wellness Manual to the Health Promotion Manual in accordance to ALCOAST 535/01.
 - b. Tobacco use now includes the use of smokeless tobacco.
 - c. The use of tobacco products (smoking and smokeless) is permitted only in designated tobacco use areas.
 - d. Tobacco use is no longer authorized in Coast Guard owned bachelor living quarters.
5. PROCEDURE.
 - a. All references to WKH-3 have been changed to WKW-1.
 - b. Remove and insert the following pages:

DISTRIBUTION – SDL No. 139

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A	3	2	2		2	2	1	2	1	1		1	2	1	1	1	1	1	1		2					
B		8	20*	1	12	5	1	12	3	2	1	5	2	12	2	1	10	12*	1	3	3	1	3	1	1	1
C	5	2	1	3	2	1	1	1	1		10	2	2	5	1		1	1		1	1	1	1	1	1	1
D	3	1	1	5	1	1	1	1	1	1	1		1	1	1	1	1	1	1	1		1	1	1	1	1
E	1	1								1	1	1		1												
F																	1	1	1							
G		1	1																							
H																										

NON-STANDARD DISTRIBUTION: B:c MLCs (6 extra); B:r HS "A" School (10 extra)

COMMANDANT NOTICE 6200

Remove
Chapter 3

Insert
Chapter 3 CH-1

A handwritten signature in black ink, appearing to read "Joyce Johnson", with a long horizontal flourish extending to the right.

JOYCE M. JOHNSON
Director of Health and Safety

Encl: (1) CH-1 to the Coast Guard Health Promotion Manual, COMDTINST M6200.1

CHAPTER 3. TOBACCO USE POLICY

- A. INTRODUCTION. This chapter sets policies and procedures to control tobacco use in Coast Guard facilities, buildings, vehicles, ships, and aircraft. These procedures apply to all organizational elements, active duty, reservists, civilian employees, as well as all visitors, contractors and their personnel, and personnel of other agencies that operate within or visit Coast Guard facilities. Tobacco use includes all smoking (cigarette, cigar, pipe) and smokeless tobacco products (spit, lug, leaf, snuff, and dip.) as defined by the Centers for Disease Control and Prevention. Further, this chapter provides guidance on tobacco use prevention and cessation within the Coast Guard.
- B. DISCUSSION. The Coast Guard Health Promotion Program discourages the use of all tobacco products. The Surgeon General of the United States has determined that tobacco use is the single most preventable cause of illness, disability, and death in the U.S. Additionally, tobacco use (smoking and smokeless) detracts from a sharp military appearance when in view of the general public.
1. Readiness. Tobacco use (smoking and smokeless) impairs readiness by impairing physical fitness and increasing absenteeism, premature deaths, and health care costs. Controlling the use of tobacco products will enhance readiness and organizational efficiency by maximizing human resources.
 2. Second-Hand Smoke. Environmental tobacco smoke (ETS), a combination of the smoke from a burning cigarette and the smoke exhaled by the smoker is a proven human carcinogen, containing over 4000 chemicals, at least 40 of which have been shown to cause cancer. Simple separation of smokers and non-smokers within the same airspace may reduce, but does not eliminate ETS exposure.
 3. In the Home. Although ETS is harmful to all individuals, it poses greater health risks for infants, children, and the elderly and infirmed. It has also been shown to be especially harmful to the unborn fetus. ETS has been linked to decreased lung efficiency and function, increased frequency of SIDS and increased frequency and severity of childhood asthma, aggravation of sinusitis, rhinitis, cystic fibrosis, chronic respiratory problems such as cough and postnasal drip, increased incidence of colds and sore throats, and increased frequency and duration of ear infections in children. In children under the age of two, ETS exposure enhances the likelihood of bronchitis and pneumonia.

Smoking during pregnancy and exposure to second hand smoke have been associated with miscarriage, stillbirth, premature birth, low birth weight, and health problems associated with low birth weight, and a higher incidence of crib death. Children of mothers who smoked during and after pregnancy are more likely to suffer behavioral problems such as hyperactivity. Modest impairment in school performance has also been documented. Children of smokers are much more likely to become smokers themselves. Over 1,000,000 young people start smoking each year.

4. Smokeless Tobacco. Within the Coast Guard, there has been a significant increase in the use of smokeless tobacco as a result of limitations on smoking tobacco. Smokeless tobacco is **NOT** a safe alternative to smoking. Smokeless tobacco is a very addictive substance associated with an increased incidence of oral cancer. It damages the teeth and gums as well as oral soft tissue. Additionally, spitting into open containers, wastebaskets, or on the ground presents a potential health risk to others and results in an appearance **NOT** in keeping with the highest uniform standards of the Coast Guard.

C. POLICY. It is the Commandant's policy to both discourage the use of all forms of tobacco products and to protect nonusers from exposure to ETS and unsanitary conditions created by the use of spit tobacco. Where conflicts arise between the rights of non-tobacco users and tobacco users, the rights of the non-tobacco user shall prevail. Failure to comply with this policy may lead to administrative action.

1. Workplace:

- a. The Coast Guard prohibits the use of smoking tobacco and smokeless tobacco in the workplace in order to protect the health of all its workers. The workplace includes any area inside a building or facility over which the Coast Guard has custody and control where work is performed by active duty personnel, civilian employees, or personnel under contract to the Coast Guard.
- b. The use of tobacco products (smoking or smokeless) is permitted only in designated areas. Accordingly, smoking or smokeless tobacco use is prohibited at all times in all non-designated tobacco use areas. Additionally, where smokeless tobacco use is permitted, tobacco spit shall be held in containers with sealing lids to prevent odor and accidental spills. Tobacco spit and residue shall be disposed of in a sanitary manner which prevents public exposure.
- c. When in view of the general public, personnel in uniform are strongly discouraged from tobacco use (smoking and smokeless).
- d. The use of all tobacco products (smoking and smokeless) is prohibited in all Coast Guard government vehicles (cars, trucks, buses, vans) by all personnel, active duty or civilian.
- e. The use of all tobacco products (smoking and smokeless) is prohibited in all Coast Guard aircraft or any other aircraft contracted for use in Coast Guard operational/training missions.
- f. A section of the weather deck on afloat units may be designated as a tobacco use area (smoking and smokeless). In the event that weather conditions or operational requirements do not make the space available, an indoor space may be assigned provided the designated space vents directly to the external atmosphere. The safety officer/engineer will assist the command in determining the space aboard a ship that does not re-circulate tobacco odors/smoke. The following spaces will not be

designated tobacco use areas (smoking and smokeless) even if they meet ventilation requirements: work spaces, watch stations, berthing areas, lounges, messing areas, exercise areas, medical spaces, areas where computers and electronic gear/equipment is used or stored, engine rooms' fuel storage section, or any other areas not considered safe. All tobacco use is prohibited during drills, special sea details, mooring stations, and other all-hands evolutions.

- g. Tobacco products (smoking and smokeless) may only be used during regularly scheduled breaks available to all crewmembers, which includes breaks during formal training. Tobacco use shall not be encouraged by allowing those who use tobacco breaks from their work schedule in addition to those regularly scheduled.
 - h. The use of all tobacco products (smoking and smokeless) is prohibited by recruits at Training Center Cape May and officer candidates at Officer Candidate School. Tobacco awareness training and tobacco cessation programs shall be offered at each of these accession points.
 - i. The Cadets at the Coast Guard Academy will follow the policies set in the Cadet Regulations.
 - j. The expenditure of appropriated funds for structural and nonstructural changes to construct a designated smoking area with separate ventilation to the outside is not encouraged.
 - k. Designated tobacco use (smoking and smokeless) areas will be away from entrances and exits and will not be located in areas commonly used by non-tobacco users. Designated areas must be a sufficient distance away, approximately 50 feet, so as not to allow smoke to be drawn into the indoor facility through door openings, windows, and air intake units/vents.
2. Lodging, dormitories, and housing:
- a. Smoking is permitted in individually assigned family quarters as long as the quarters of smokers do not share a common heating/ventilation/air conditioning (HVAC) system with the quarters of non-smokers. Smoking is strongly discouraged in common areas of family units that house children. Smoking will only be allowed in quarters with a common HVAC system if an air quality survey can establish the indoor air quality protects non-tobacco users from ETS. NOTE: The American Society of Heating, Refrigeration, and Air Conditioning Engineers (ASHRAE) has established that 20 cubic feet per minute per person of outside fresh air is required. The carbon dioxide (CO₂) level should not exceed 1000 parts per million (PPM).
 - b. Tobacco use (smoking and smokeless) is not allowed in Coast Guard owned bachelor living quarters.

- c. Tobacco use (smoking and smokeless) is prohibited in all common areas. Common space is defined as any space within a building that is common to occupants and visitors. These areas include, but are not limited to, corridors, laundry rooms, lounges, stairways, elevators, lobbies, storage areas, and restrooms.
 - d. If smoke or odor from tobacco products from a designated tobacco use area (smoking and smokeless) seeps into common areas, the rights of the non-user (including children) will prevail.
- 3. Recreational Facilities: Workers and patrons are entitled to the same protection and consideration as is afforded to our personnel in the workplace. Accordingly, smoking in Coast Guard controlled service clubs, bowling centers, and recreational facilities is prohibited unless a smoking area, which meets the air quality standards above, is provided separately. Workers shall not be required to enter such areas while smoking is ongoing.
- 4. Sales of tobacco products:
 - a. The sale of tobacco products is prohibited in all health care facilities.
 - b. The sale of tobacco products from vending machines is prohibited.
 - c. The sale of tobacco products to anyone under the age of 18 years is prohibited.
 - d. The distribution and advertisement of tobacco products in Coast Guard facilities, publications, and official correspondence is prohibited.

D. RESPONSIBILITIES.

- 1. Commanding Officers and Officers in Charge shall:
 - a. Enforce compliance with this policy and ensure each member of the command is familiar with this instruction.
 - b. Post notices at the entrance of all facilities which state smoking is not allowed except in designated areas.
 - c. Designate appropriate sites for the use of tobacco products (smoking and smokeless) and ensure areas are clearly marked for both visitors and attached personnel. These areas shall be removed from the vicinity of building entrances and exits or areas in clear public view.
 - d. Hold tobacco users (smoking and smokeless) accountable for appropriately discarding smoking materials and/or spit tobacco.

- e. Consider non-compliance with the tobacco policy in members' performance evaluations.
 - f. Ensure tobacco cessation programs address the use of smokeless tobacco products and ensure that smoking restrictions do not promote the use of smokeless tobacco products.
 - g. Include the unit Health Promotion Coordinator in the check-in for new members reporting to the unit.
2. Coast Guard Clinic Staff or Unit Health Services Technicians shall:
- a. Maintain a supply of educational material on the risks of tobacco use and also on cessation programs.
 - b. Provide information on tobacco use cessation programs to all active duty members, eligible beneficiaries, attached commands, and independent units within AOR.
 - c. Have medical and dental providers inquire about the member's tobacco use history during medical and dental examinations. Furnish pertinent professional advice to every tobacco user using the guidelines in the Smoking Cessation Clinical Practice Guidelines (AHCPR pub 96-0692) published by the U.S. Department of Health and Human Services.
 - d. Ensure all tobacco users receive, if desired, assistance and/or referral for cessation.
 - e. Appoint a medical provider as the POC to assess the appropriateness of nicotine replacement therapy, contraindications for use, and prescribe therapy when needed.
 - f. In conjunction with Regional Health Promotion Managers, determine acceptable tobacco cessation programs incorporating cognitive and behavioral change strategies on the use of nicotine replacement therapy when appropriate. Establish monitoring requirements for conducting these cessation programs to obtain authorized prescriptions of cessation aids as approved by the Office of Health and Safety.
3. Regional Health Promotion Managers shall:
- a. Maintain supplies of tobacco use educational material and a resource list for services and materials.
 - b. Provide awareness training on detrimental effects of tobacco use and assist units establishing tobacco awareness training.
 - c. Assist units obtaining resources and/or conducting quality tobacco cessation programs or arrange counseling on tobacco cessation to local command and units in AOR.

- d. In conjunction with Coast Guard Clinic Staff and Unit Health Services Technicians, determine acceptable tobacco cessation programs incorporating cognitive and behavioral change strategies on the use of nicotine replacement therapy when appropriate. Establish monitoring requirements for conducting these cessation programs to obtain authorized prescriptions of cessation aids as approved by the Office of Health and Safety.
- e. Evaluate the effectiveness of tobacco use cessation programs through follow up surveys administered to participants six months and twelve months after tobacco use has stopped.

4. Unit Health Promotion Coordinators shall:

- a. Assist the command enforcing this policy.
- b. Maintain supplies of tobacco use educational material and a resource list for services and materials.
- c. Ensure tobacco cessation programs are made available (including afloat units) to active duty members, family members, and retirees and to other federal employees on a space available basis.
- d. Assist the Regional Health Promotion Manager in evaluating the effectiveness of tobacco use cessation programs conducting follow up surveys.
- e. Brief members reporting in to unit on this policy and resources available for cessation.